

REGULATION

MANAGEMENT

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OFFICE BUSINESS MACHINES

CONTENTS

Page

GENERAL.....	
SCOPE.....	
POLICIES.....	
RESPONSIBILITIES.....	
PROCEDURES.....	
STANDARDS FOR USE OF ELECTRIC TYPEWRITERS.....	

1. GENERAL

This Regulation prescribes policies and procedures for the acquisition, use, and release of major electrically operated office business machines and related equipment so that the most efficient and economical utilization of these costly machines may be achieved.

2. SCOPE

a. This Regulation applies to all office business machines and related equipment acquired, used, or released through headquarters for overseas installations.

b. For the purpose of this Regulation the term "office business machines" pertains to machines and related equipment in the general categories of:

- (1) Punched-card machines and auxiliary equipment
- (2) Electronic computers and data processing machines
- (3) Bookkeeping machines
- (4) Electrically operated:
  - (a) Computing machines, listing and nonlisting
  - (b) Dictating machines
  - (c) Transcribing machines
  - (d) Time recorders
  - (e) Time stamps
  - (f) Postage meters

**REGULATION**

25X1A

(g) Cash registers

(5) Special machines or devices designed to solve specific administrative or documentation problems

c. With respect to reproduction, duplicating, photocopying, addressing, embossing and printing equipment, see Regulation No. [REDACTED]

25X1A

**3. POLICIES**

It is the policy of the Agency to:

a. Utilize office business machines wherever they will improve efficiency, effect economies, expedite operations, or produce necessary results unobtainable by other means.

b. Centralize machine facilities for use of the Agency, and establish machine pools wherever feasible.

c. Release all machines in excess of needs.

**4. RESPONSIBILITIES**

a. The Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications and the Assistant Director for Personnel are responsible for ensuring full utilization of existing equipment, approving requests for office business machines, and ensuring the release of all office business machines excess to their needs.

b. Each supervisor is responsible for determining that his office business machines are being used in the most efficient and economical manner.

c. The Chief of the Management Staff is responsible for:

(1) Acting as machine techniques and methods advisor to officials of the

Agency and for ensuring full utilization of office business machines.

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REGULATION

MANAGEMENT  
1954

25X1A

- (2) Reviewing the acquisition, transfer, and disposal of office business machines and making such recommendations as are appropriate.
  - (3) Establishing Agency standards for the utilization of office business machines.
  - (4) Providing for the creation and the maintenance of office business machine utilization records for those types of machines and machine operations which make such record keeping feasible and essential.
  - (5) Reviewing the utilization of office business machines and making appropriate recommendations related thereto.
  - (6) Conducting research and development, in collaboration with other component of the Agency, in the design and utilization of unique office business machines for special application.
- d. The Chief of Logistics is responsible for the acquisition, transfer, and disposal of office business machines in accordance with recommendations of the Management Staff.
5. PROCEDURES
- a. Requisitions for new, replacement or additional office business machines shall be forwarded to the Chief of the Management Staff, accompanied by detailed, written justifications. The justification shall be signed by the appropriate official cited in paragraph 4a above, and shall contain, as a minimum, the following information:
- (1) A description of the work to be performed.
  - (2) Availability of central facilities or pool facilities.
  - (3) Statement explaining the efficiency, quality, or economies to be gained by using the requested office business machine. Savings estimates should include data such as work volumes and man-hours involved.

REGULATION  
NO. [REDACTED]MANAGEMENT  
1954

- b. The Management Staff shall forward requisitions approved to the Chief of Logistics; those on which disapproval or reconsideration is recommended shall be returned to the originator by the Management Staff together with reasons for such action.

#### 6. STANDARDS FOR USE OF ELECTRIC TYPEWRITERS

Following are the standards for the use of electric typewriters. The use of electrical typewriters shall be restricted to experienced operators. In addition, the justification for electrical typewriters must indicate compliance with one or more of the following standards:

- a. Utilization of the machine four or more hours per day.
- b. An average of 25 per cent of the daily work performed on the machine is one or more of the following:
  - (1) The preparation of forms requiring an original and 5 or more carbons, or the preparation of correspondence requiring an original and 7 or more carbons.
  - (2) The preparation of reproduction copy, such as photo masters and stencils.
  - (3) The preparation of statistics and reports requiring decimal tabulation.
- c. The machine is used in the preparation of copy for printing. The assignment of proportional spacing machines shall be limited to this use.
- d. The machine is used by the physically handicapped.

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